Fall Advisory Board Meeting

Date: September 29, 2020
Time: 8am
Attendees: Chelsey, Allie, Mariah, David, Hailee, Diana, Kennedy, Courtney, Marcos, Sione, Rayna, Jenna, Naomi, Hailey,

Question of the Day: What form of transportation do you prefer: air, boat, train, bus, car?

Approved Minutes

Hailee:

  - Calendar
    - putting things up on the calendar (white board) in office
    - calendar in café
    - informing each other as a team
    - Publicciy turns into 3 weeks before: posters, social media, TV, Gibby
    - Put flyers up at least 1 week before
    - Give Naomi time to make flyer
    - the earlier you publicize anything, the more students will come
    - Put it on the calendar for publicity
    - Put on Outlook Calendar
    - send it into group chat 24 hrs before
    - Publicity come out before hand, students will feel more appreciated
-When you have an event, make sure flyer is approved
  - Publicity Process
-Help hang up flyers
-put sticky note on Hailee desk to put event on flyer

Hailey:
  - Paintbrushes
Put brushes away

Courtney:
  - Eagle Hour is today from 12-1 over Zoom
  - registering to vote

Kennedy:
  - Club Rush
-Event at 4-6pm
-setup at 3pm
-fountain field
-fold out tables around
-dots spray painted at each end of table, few dots behind (6ft apart)
-table up front EUSA, speaker, ticket drawing
-more people get involved with clubs, get tickets, at end drawing
-tables
-pens to use, enough
-sent papers to print off to David
-put on each table
-spray paint dots on field
-tickets
-bowl of tickets
-prizes
(David has all of that)
-clubs be there at 3:30pm

David:
- Who will be there tonight?
- Keep track of people coming in & leaving
- Max 4 people

Chelsey:
- Well help where needed
- Outlines for Processes (updates)

Activities
- Scheduling a time for activity: dates, time, location on calendar, before activity application has been started
- don’t overschedule
- Virtual - no approval process
- Providing Zoom info
- Use own zoom, or use Chelsey? Hers is extended time
- Her Username & Password
- Build a scheduled meeting in Zoom
- Training on how to do a meeting on zoom
  - Activity Applications
- Working on event, responsible for application
- Start process earlier
- Have it all in one space, Box Folder, everyone have access to
- Event Approvals: Need to be Approved, Have Been Approved
- send text or email to Chelsey so she knows there’s a new one
- Publicity follow your timeline, haven’t heard anything - ask Chelsey
  - How to do room reservations
  - Food at Events
- required to check in with dining services, to see if they can provide
- Ask permission to go off campus
- Food Trucks? Talk to Bill, maybe talk to Luessa instead
- Contact Luessa when reserving a room, doing an event
- Make sure Chelsey is part of those emails to know what’s going on
- Come back to Calendars next week
  - Blackboard Downstairs (Hailey)
- sent to Braden Friday before event
- Weekly email of events (student)
- Sending Tracey info about events
- revisit next week

**Sione:**
- Help deliver food to quarantine people
- Meet at 12pm in café
- Meet at 5pm in café

Approved Minutes: October 6, 2020